

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE
50 MAPLE STREET
MILFORD, MA 01757-3604**

AMENDMENT

NUMBER: 102-10-08A (AGR)

DATED: 20 August 2010

EXPIRES: UNTIL FILLED

ELIGIBILITY: The following AGR position is available to all those currently enlisted in the Massachusetts Air National Guard and all those who are eligible to enlist in the Massachusetts Air National Guard. Applicants must be qualified and hold AFSC 6C0X1 or equivalent MOS. All applications will be accepted at the servicing **HRO UNTIL POSITION IS FILLED.**

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| Position: CONTRACTING SPECIALIST | Location: 102d Mission Support Group, 158 Reilly Street, Otis ANG Base, MA 02542-1330 |
| Max Grade: SMSgt/E8* Min Grade: TSgt/E6 | AFSC: 6C0X1 |
| Unit POC: Ms. Susan E. Faux; DSN 557-4910 or Comm 508-968-4910 | AGR Branch POC: MSgt MaryAnna Schmid; DSN 557-4597 or Comm 508-968-4597 |
| Email: susan.faux@ang.af.mil | Email: maryanna.schmid@ang.af.mil |
| Salary: Full-time Military Pay & Allowances | Web site: www.mass.gov/guard |

CONTINGENT UPON AVAILABILITY OF FUNDS

*SMSGT Contingent upon availability of Controlled Grade

AUTHORITY: Individual selected will be ordered to Full-Time Duty (state) status under the authority of Title 32 USC, Section 502(f) and in accordance with ANGI 36-101, The Active Guard/Reserve Program.

1. AGR QUALIFICATIONS :

- a. Individual selected must meet the requirements of ANGI 36-101 Air National Guard Active Guard Reserve (AGR) Program, 3 June 2010, Chapter 5, Chapter 12 and Attachment 2.
- b. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards.
- c. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty.
- d. HIV test must be completed not more than six months prior to the start date of the AGR tour.
- e. Individuals on a DD Form 469, Duty Limiting Condition (DLC) Report at the time of AGR physical package evaluation will not be deemed medically qualified.
- f. Individuals may apply for an AGR tour as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.

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- g. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position.
 - a. If a controlled grade for SMSgt/E8 is not available at the time of selection, the applicant must indicate in writing an agreement to be administratively reduced in grade until such time as a controlled grade for SMSgt/E8 becomes available.
 - b. Applicants for E-8 positions **MUST** have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
 - h. Member must meet the fitness standards established by AFI 36-2905, Fitness Program and be able to meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher.
 - i. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC.
 - j. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
 - k. Enlisted personnel must obtain sufficient retain ability to fulfill an AGR assignment.
 - l. AGR applicants should be able to attain 20 years Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG).
 - m. ASVAB Score must be a 72 in General.
2. **DESCRIPTION OF DUTIES:** Performs and administers purchasing and contracting functions for commodities, services, and construction. Uses base contracting automation system (SPS/PD2) to prepare, process, and analyze transactions and products. Utilizes sealed bid and negotiated contracting procedures. Performs as contract specialist for pre-award and post-award functions. Develops acquisition plans, solicitations, price analysis, and market trend analysis to determine availability of product or service. Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives, and regulations. Achieves the goals and objects of socioeconomic programs as prescribed by regulatory/statutory requirements. Prepares invitation for bid (IFB) or sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, and special provisions exist. Develops source list of responsible contractors. For small business set-asides, coordinates required action with Small and Disadvantaged Business Utilization Specialist and Small Business Administration to effect expanded competitions. Prepares, synopsis, and issues solicitations in accordance with current laws and regulations. Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Provides administrative coordination and complete contract management. Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services. Performs, administers, and trains contingency contracting functions to include ORE and ORI operations. Performs, administers, and trains Government Purchase Card Program.

3. **EDUCATIONAL QUALIFICATIONS REQUIRED of all candidates:** Individual must meet mandatory military requirements and currently hold AFSC 6C051 (or equivalent MOS). Must be able to communicate effectively in writing and speak distinctly. Never been convicted by courts-martial or received non-judicial punishment for dereliction in the performance of duties involving contracting activities, or larceny or misappropriation of government funds or property. *Individual must* possess a baccalaureate degree (**provide proof of degree**); **and** have completed 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (**provide proof of training**). *Individual must* possess a DAIWA Contracting Level I Certification (**provide proof of training and proof of certification**).
4. **TRAINING REQUIRED:** Selected individual is required to obtain DAIWA Contracting Level II Certification, and successful completion of CON 234 Contingency Contracting **within the initial AGR order time period or as soon as classes become available.**
5. **GENERAL EXPERIENCE:** Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others. Experience and working background required in: Standard Procurement System, Procurement Desktop System CCR, ORCA, AFSI, FEDBIZOPPS, US Bank Access on Line, Microsoft Office Suite, and Microsoft Exchange email software. Experience in Records Management software and operations, small computer configuration and end-user support, Internet web design, and Microsoft Front Page is desirable.
6. **APPLICATION PROCEDURES:**
 - a. Candidates must turn in their AGR application package to the designated AGR POC listed above. AGR application packages may be emailed, mailed or faxed. It is incumbent upon the applicant to verify receipt of their application package.
APPLICATIONS SENT DIRECTLY TO THE HRO Milford WILL BE RETURNED WITHOUT ACTION.
 - b. HRO-Remote will certify that the applicant is/is not eligible in accordance with ANGI 36-101, Attachment 2 and forward applications to HRO Milford for further processing.
 - c. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

d. Include in Application Package the following:

- ✓ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position
- ✓ Current Records Review RIP
- ✓ SF 181 – Ethnicity and Race Identification (Optional)
- ✓ AF Form 422 (current)
- ✓ Physical Fitness Assessment (current)

e. PCS may be authorized IAW ANGI 36-101, the Joint Federal Travel Regulations and Military Personnel Appropriation Funding Policy.